

INSTRUCTIONS FOR COMPLETING THE APPLICATION

1. The Kentucky Real Estate Appraisers Board recommends that Associate applicants arrange for a supervisor prior to taking education courses.
2. Associate applicants and supervisors are advised to read the associate/supervisor requirements thoroughly.
3. Please submit the appropriate fee with the application (\$212 for associate or \$252 for licensed or certified, fees are not pro-rated regardless of when the application is received). Applications will be reviewed by the Board on the fourth Friday of each month.
4. If you should have any questions, please contact the Board or email your questions to Angie.Thomas@ky.gov.

DOCUMENTS REQUIRED to BE SUBMITTED FOR EACH APPLICATION

	CERTIFIED GENERAL	CERTIFIED RESIDENTIAL	LICENSED REAL PROPERTY	ASSOCIATE
Application and Oath & Affidavit	X	X	X	X
Education Completion Certificates	X	X	X	X
Letter of verification from supervisor*	X	X	X	X
Commercial Log	X			
Residential Log	X	X	X	
Experience Affidavit	X	X	X	
2 Non-Residential Reports	X Reports will be selected from the log by the Board			
2 Residential Reports	X Reports will be selected from the log by the Board	X Reports will be selected from the log by the Board	X Reports will be selected from the log by the Board	
Include the Fee	\$252	\$252	\$252	\$212

***If you are applying for a Kentucky Certified General Real Property appraiser credential and you currently hold a licensed real property, certified residential, or associate credential, you must provide a letter of verification for training supervision from a Kentucky Certified General Real Property Appraiser.**

****If you are applying for a Kentucky Certified General or Residential Real Property Appraiser credential by reciprocity from a State in which you are in good standing with that State appraiser regulatory agency, and if that State appraiser regulatory agency is in good standing with the ASC, and has adopted the most current AQB criteria, you will be required to submit application pages 1-4, and the applicable affidavit page 5, 6 or 7 for the credential you are requesting from Kentucky. Also, the credential you request from Kentucky must be the same as you hold in the reciprocal State. It will not be expected that reciprocity applicants submit experience logs or proof of education completion to the KREAB.**

KENTUCKY REAL ESTATE APPRAISERS BOARD
135 W. IRVINE STREET, SUITE 301
RICHMOND, KY 40475
PHONE: (859) 623-1658 - FAX: (859) 623-2598
Web site - www.kreab.ky.gov

APPRAISER LICENSE/CERTIFICATION APPLICATION

Type of License/Certification you are applying for (see page 8 for instructions):

Check One	TYPE	KY Resident	Reciprocity
<input type="checkbox"/>	Associate License	<input type="checkbox"/>	Not Permitted
<input type="checkbox"/>	Licensed Real Property	<input type="checkbox"/>	Not Permitted
<input type="checkbox"/>	Certified Residential Real Property	<input type="checkbox"/>	
<input type="checkbox"/>	Certified General Real Property	<input type="checkbox"/>	

Pages 1 – 4 of this application must be completed by all applicants. Also, the applicable affidavit page(s) (Page 5-Certified General), (Page 6-Certified Residential) or (Page 7-Licensed Real Property) must be completed and returned to the KREAB office signed in ink. The signature must be notarized, and the notary must affix his/her seal.

Please print or type

1. Name: _____
First MI Last

2. Business Information: *Supervisor (if applicable) _____
*Associate applicants and applicants for Certified General who are currently Kentucky Licensed or Kentucky Certified Residential must submit an affidavit of supervision from a supervising appraiser. (All applicants requesting certified general experience must provide proof of having completed at minimum 1,500 hours of experience training in property appraisals with greater than 1-4 unit residential use under the supervision of a Kentucky Certified General Real Property Appraiser.)

Firm Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ County: _____

3. Residence Information:

Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ County: _____



Mail correspondence to: ☐ **Business** ☐ **Residence** ☐

4. Email Address: _____ Fax: _____

Application for KREAB Appraiser Credential

Amended November 1, 2008

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5. Date of Birth: _____ Social Security No. _____
6. Have you **EVER** had an application for certification or licensure as an appraiser denied by any agency within the State of Kentucky or any other State?
___ **NO YES** ___. If yes, please explain and submit a copy of the denial notice.
7. Have you **EVER** been reprimanded or fined or had a license or a certificate or a registration suspended, revoked, restricted, denied, or surrendered in Kentucky or any other State by any agency that has granted you a license, certificate or registration to engage in a regulated occupation, trade or profession?
___ **NO YES** ___. If yes, provide explanation in writing, and provide a copy of any documentation that describes the charges against you, and the action taken by the appropriate agency.
8. Are you the subject of **ANY** pending investigation, administrative sanction proceeding, hearing, trial or similar action by any agency that has granted or denied you a license, certificate, or registration to engage in a regulated occupation, trade or profession?
___ **NO YES** ___. If yes, explain and submit a copy of any documentation describing the charges against you.
9. Have you **EVER** entered a plea of nolo contendere, been found guilty of, or convicted of a *felony*?
___ **NO YES** ___. If yes, fully explain the facts of the offense and identify the location of the jurisdiction of the proceedings. Include a copy of **all** final court documents identifying the charges and assessing the penalties.
10. Have you **in the last ten years** entered a plea of nolo contendere, been found guilty of, or convicted of a misdemeanor?

___ **NO YES** ___. If yes, you must fully explain the facts of the offense and identify the location of the jurisdiction of the proceedings. Include a copy of all final court documents identifying charges and assessing penalties.

11. Are you now awaiting trial or sentencing in any criminal proceeding?
___ **NO YES** ___. If yes, fully explain the facts of the alleged offense and identify the location of the proceedings.
12. Have you ever used any name other than the one herein, either initials, surname, maiden name, or alias?
___ **NO YES** ___. If yes, you must list all other names used.
13. Has any disciplinary action ever been brought against you as a member of any professional organization or trade association?
___ **NO YES** ___. If yes, explain and include a copy of any document reflecting the allegations and the final action or decision, if it has been rendered.

The oath and affidavit on the following page must be completed, signed, notarized for this application to be considered by the Board for approval. Any application not signed, all questions answered, and all pertinent information provided will be considered incomplete.

OATH AND AFFIDAVIT

I do hereby acknowledge that I have reached the age of 18; have a High School or High School Equivalency diploma; agree that I have knowledge of and comply with the standards set forth in KRS 324.010, State of Kentucky rules promulgated thereto, and understand the types of misconduct for which disciplinary proceedings may be initiated against me pursuant to said law; authorize the Kentucky Real Estate Appraisers Board or their agents to interview individuals or organizations referenced in my claims for satisfying education requirements and experience requirements, or equivalent experience, and to inspect my appraisal files to verify information given on my application. I further authorize the Kentucky Real Estate Appraisers Board or their agents to conduct a criminal records check.

I do further authorize the Kentucky Real Estate Appraisers Board to inform those entities selected by the Board of any disciplinary action taken by the Appraisers Board and the basis for that action; any state in which I have the authority or any state which I may apply for the authority to perform any appraisal activities involving federally related transactions pursuant to Title XI of the Financial Institutions Reform, Recovery, and Enforcement Act (FIRREA) of 1989.

I do agree to return the license/certification upon request if issued to me in error or if requested by the Kentucky Real Estate Appraisers Board after a hearing pursuant to disciplinary action.

I acknowledge that appraisals made by me after January 1, 1991 and claimed as experience in this application have been completed in compliance with the Uniform Standards of Professional Appraisal Practice (USPAP).

Oath:

The Statements and information contained herein, with attachments, are made under oath, and any material misrepresentation shall be punishable as perjury, in the first degree, a felony crime, (KRS 523:020) and shall also be grounds for suspension, revocation or refusal to renew any certificate or license granted pursuant to same.

Affidavit: State of _____ County

I, _____, being at least eighteen years of age duly sworn, affirm and state that the information provided within the application for Appraiser License or Certification in the State of Kentucky, is true and correct to the best of my knowledge.

(Signature of Applicant)

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public

(Seal)

My Commission expires: _____

**CERTIFIED GENERAL REAL PROPERTY APPRAISER
EXPERIENCE AFFIDAVIT**

Please print or type

Name: _____ Social Security No.: _____

I, the undersigned applicant for certification as a Certified General Real Property Appraiser to the Kentucky Real Estate Appraisers Board, being first duly sworn and cautioned concerning the nature of the within oath, do hereby depose and state:

1. That to date, I have at least 3,000 hours and a minimum of thirty (30) months appraisal experience. Hours may be treated as cumulative in order to achieve the necessary 3,000 hours of appraisal experience. Of the 3,000 hours of appraisal experience, I am claiming in this affidavit, at least 1,500 hours consist of experience in non-residential appraisal work, (Residential means one (1) to four (4) residential units), and that my appraisal experience is in; fee and staff appraisals, review appraisals, ad valorem tax appraisals, highest and best use analysis, feasibility analysis or study.
2. That documentation in the form of reports or file memoranda is available to the Kentucky Real Estate Appraisers Board to support the experience set forth in paragraph 1, above.
3. All experience obtained after January 1, 1991 complies with the Uniform Standards of Professional Appraisal Practice.

Under penalty of perjury and as material representation to the Kentucky Real Estate Appraisers Board to secure certification, I state the foregoing is true.

Signature: _____ Date: _____

State of _____

County _____

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public

Seal

My Commission Expires: _____

**CERTIFIED RESIDENTIAL REAL PROPERTY APPRAISER
EXPERIENCE AFFIDAVIT**

Please print or type

Name: _____ Social Security No.: _____

I, the undersigned applicant for certification as a Certified Residential Real Property Appraiser to the Kentucky Real Estate Appraisers Board, being first duly sworn and cautioned concerning the nature of the within oath, do hereby depose and state:

1. That to date, I have at least 2,500 hours and a minimum of two (2) years (24 months) appraisal experience. Hours may be treated as cumulative in order to achieve the necessary 2,500 hours of 1-4 unit appraisal experience, and that my appraisal experience is in; fee and staff appraisals, review appraisals, ad valorem tax appraisals, highest and best use analysis, feasibility analysis or study.
2. That documentation in the form of reports or file memoranda is available to the Kentucky Real Estate Appraisers Board to support the experience set forth in paragraph 1, above.
3. All experience obtained after January 1, 1991 complies with the Uniform Standards of Professional Appraisal Practice.

Under penalty of perjury and as material representation to the Kentucky Real Estate Appraisers Board to secure certification, I state the foregoing is true.

Signature: _____ Date: _____

State of _____

County _____

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public

Seal

My Commission Expires: _____

**LICENSED REAL PROPERTY APPRAISER
EXPERIENCE AFFIDAVIT**

Please print or type

Name: _____ Social Security No.: _____

I, the undersigned applicant for licensure as a Licensed Real Property Appraiser to the Kentucky Real Estate Appraisers Board, being first duly sworn and cautioned concerning the nature of the within oath, do hereby depose and state:

1. That to date, I have at least 2,500 hours and a minimum of two (2) years (24 months) appraisal experience. Hours may be treated as cumulative in order to achieve the necessary 2,500 hours of 1-4 unit appraisal experience, and that my appraisal experience is in; fee and staff appraisals, review appraisals, ad valorem tax appraisals, highest and best use analysis, feasibility analysis or study.
2. That documentation in the form of reports or file memoranda is available to the Kentucky Real Estate Appraisers Board to support the experience set forth in paragraph 1, above.
3. All experience obtained after January 1, 1991 complies with the Uniform Standards of Professional Appraisal Practice.

Under penalty of perjury and as material representation to the Kentucky Real Estate Appraisers Board to secure certification, I state the foregoing is true.

Signature: _____ Date: _____

State of _____

County _____

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public

Seal

My Commission Expires: _____

